

Vendor Questions for the Communications Consulting Services RFP

- 1.) Q: Will the winning bidder for this work be precluded from future procurements to conduct marketing, advertising our outreach services on renewable energy and energy efficiency?
A: In general, an individual or a person that employs an individual who assists an executive unit in the drafting of specifications, an invitation for bids, a request for proposal for a procurement, or the selection or award made in response to an invitation or bids or request for proposal may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement.
- 2.) Q: If the answer to question 1 is yes, does this also apply to subcontractors?
A: Yes, it does also apply to subcontractors.
- 3.) Q: Will MEA extend the deadline for this proposal for an additional week?
A: The deadline for this proposal has been extended to April 6, 2011 by 4:00 PM.
- 4.) Q: Does MEA have a particular time frame in mind for completion of all activities under this contract?
A: Before early summer 2011.
- 5.) Q: Is it possible that work completed under this contract will lead to the development of future RFPs for marketing, advertising, or outreach services?
A: It's possible.
- 6.) Q: How many people will attend the training session developed under this contract?
A: We're estimating between 40 and 100.
- 7.) Q: Will MEA provide a facility in which to hold the training?
A: Yes.
- 8.) Q: Can this contract be extended to provide ongoing consulting services as MEA implements future communications efforts?
A: We do not anticipate an extension.
- 9.) Q: Would such an extension be required to fall within the original budget limitation of \$25,000.
A: n/a
- 10.) Q: When were you expecting for this contract to commence?
A: As soon as is possible following the conclusion of the 2011 Session of the Maryland General Assembly.
- 11.) Q: Is there an approximate contract length that has been discussed by the MEA or is the consultant expected to provide this?
A: The consultant is expected to provide a timeline describing their proposal for contract implementation.

12.)Q: Who is the audience we're training –professionals or consumers?

A: Professionals: Maryland Energy Administration staff and potentially staff from partner agencies and organizations.

13.)Q: Is this training solely in-house, or can it be done online, through services such as GotoMeeting?

A: Solely in-house.

14.)Q: if in-house, where will it be held?

A: At the Maryland Energy Administration offices in Annapolis, MD, or at another location identified and secured by MEA.

15.)Q: How long is the training period estimated? One afternoon or one day? An ongoing basis for several weeks? Periodically throughout the year as needed?

A: The training was originally envisioned as a half-day to full-day seminar, but respondents are free to propose alternate options.

16.)Q: What estimates are there as to how many people will be trained per session and overall?

A: There are no estimates at this time.

17.)Q: Will MEA provide training equipment, such as laptops or projectors, or do we bring them?

A: This will depend on the materials needed. If MEA already has these materials in house, we may provide them given sufficient advanced notice. If MEA is not already in possession of the needed materials, or if insufficient notice is provided, they will need to be provided by the contractor.